

*BEST COPY*  
*Available*

Area of Participation  
According to Career Plan

DE/I  
DE/P  
DE/A

Course  
SIC, Part II  
Operations  
SIC, Part II, or operations,  
as appropriate

(b) In the selection of candidates, preference will be given to Career Staff members. Other things being equal, preference should also be given to those approaching the upper limits of the age restrictions.

(2) The Junior Officer Training Division, Office of Training, (JOTD), and the Placement and Utilization Division, Office of Personnel, (PUD), will take into account other factors pertinent to the consideration of applications, such as a medical clearance for General Duty and an SI security clearance, when appropriate. Such additional factors must be approved by the Assistant Director for Personnel and the Director of Training.

c. Procedures for Screening and Processing Applications

(1) PUD will receive all applications initially and will immediately forward a copy of the application to JOTD. PUD will review applications to determine that they fully comply with the requirements prescribed in [REDACTED]. For this purpose, PUD will check the eligibility of each applicant for consideration and will contact the individual concerned and the appropriate official (or officials) to obtain any additional information needed or to check on any data requiring verification.

(2) PUD will acknowledge the receipt of each application and will advise the applicant in the acknowledgment or subsequent memorandum, as appropriate, concerning the status of the application.

(3) During each interval between quarterly meetings of the Committee, the Chiefs, JOTD and PUD, will screen all pending applications, arrange for testing of up to 165 applicants within the quarter, and then select approximately 32 candidates for initial review by the Assistant Director for Personnel and the Director of Training. From these candidates the Assistant Director for Personnel and the Director of Training will select approximately 16 individuals for assessment by the Assessment and Evaluation Staff.

(4) PUD will act as the general liaison with applicants and operating offices on matters pertaining to the processing, selection and rejection of applications.

CONFIDENTIAL

(a) PUD will arrange with A & F for the date and time for testing applicants and will transmit this information to the individuals concerned.

(b) PUD will notify all applicants who cannot be considered for selection at the next meeting of the Committee.

(c) Personnel designated by the Assistant Director for Personnel and the Director of Training will be assessed and evaluated on a comparative basis. Upon the conclusion of this process, the Chiefs, JTF and PUD, will jointly discuss all available information on each of the candidates assessed.

(d) The Chiefs, JTF and PUD, will submit a memorandum to the Assistant Director for Personnel and the Director of Training containing recommendations on each individual assessed and a ranking of such personnel in order of preference for selection.

d. Committee Action

(1) Upon receipt of these memoranda, the Committee will meet quarterly and select a number of personnel, pursuant to 2a above, for participation in the Program.

(2) The Committee will review the Career Development Plan of each individual selected and, after appropriate consultation with the individual and the operating officials concerned, it will approve a final Plan and training program for the participant.

(3) The Committee will not attempt to define additional standards for selection in the Program but will rely upon evidence and evaluations obtained in the highly selective and competitive process detailed herein.

(4) The Committee will interview each person who is assessed.

e. Jurisdiction over Participants after Selection

(1) The Office of Training will have jurisdiction over and maintain liaison with participants in the Program.

(2) The Office of Training may initiate, after coordination with the Head of the Career Service concerned, promotion actions on participants pursuant to the provisions of [REDACTED].

(3) The Director of Training has discretion to remove an employee at any time from further participation in the Program if the individual fails to maintain a reasonable standard of performance and progress.

~~CONFIDENTIAL~~

3. Based upon experience gained in the administration of the Program, the procedural elements contained in this memorandum are subject to alteration or refinement at any time by joint agreement of the undersigned.

Assistant Director for Personnel

Director of Training